

## Affordable Housing Available

**Accepting Applications April 24-June 24, 2006**

Avalon Shrewsbury located on Rt. 20 in Shrewsbury, MA  
One, two, and three bedroom apartment homes currently being built!  
Outdoor Heated Swimming Pool ♦ Professional On-site Management  
♦ Fitness Center ♦ Tot Lot ♦ Minutes from Rt. 495 and 90(Mass Pike)

Deadline for all applications is June 24, 2006. All applications received or postmarked on or before June 24th, 2006 will be entered into a lottery for the affordable apartment homes. Applications received or postmarked after that date will be placed on a waitlist according to the date received.

**Please call (508) 842-3622 with any questions**

**Please remit all applications for lottery before June 1st to:**

Avalon at Flanders Hill  
One Homestead Blvd.  
Westborough, MA 01581  
Attn: Avalon Shrewsbury

**Please remit all applications for lottery from June 1<sup>st</sup> to June 24th to:**

Avalon Shrewsbury  
One Avalon Way  
Shrewsbury, MA 01545

*Applications for Waitlist AFTER June 24<sup>th</sup> should also be returned to the Shrewsbury address*

### **Income Guidelines**

Household Size (number of persons)	Income (maximum per household)
1	\$40,150
2	\$45,900
3	\$51,600
4	\$57,350
5	\$61,950
6	\$66,550

**Rents: 1Bd. \$803; 2Bd. \$860-\$935; 3Bd. \$1064**

**[www.AvalonShrewsbury.com](http://www.AvalonShrewsbury.com)**

Avalon Bay Communities, Inc.

Equal Housing Opportunity

Handicap Accessible

*Local Preference will apply to 44 out of 63 designated affordable apartment homes:*

- *Current Shrewsbury residents \* Previous Shrewsbury residents(restrictions apply)*  
*\*Current municipal employees of the Town of Shrewsbury\**
- *Shrewsbury Business Employee\* Immediate Relative of a current Shrewsbury resident\* \*Weighted Point System\**

**\*Attached Form MUST be Completed to Qualify for Shrewsbury Preference\***





**MUST BE COMPLETED TO QUALIFY FOR SHREWSBURY PREFERENCE**  
**Avalon Shrewsbury – Affordable Housing Program**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

1) Please circle the size apartment home you are looking for: One Two Three  
2) The following questions will help determine if you are eligible for the Shrewsbury Local Preference. Do any of the following apply to you or a member of your household?

- |  |      |    |
|--|------|----|
| a) I am a current resident of Shrewsbury:  | Yes  | No |
| b) I am a former resident of Shrewsbury:   | Yes* | No |
| c) I am a Town of Shrewsbury employee (current or retired):  | Yes* | No |
| d) I am employed by a Shrewsbury business:   | Yes* | No |
| e) My spouse or domestic partner lives in Shrewsbury:  | Yes  | No |
| f) I have a child currently living in Shrewsbury:  | Yes  | No |
| g) I have a parent currently living in Shrewsbury:   | Yes  | No |
| h) I have a sibling currently living in Shrewsbury:  | Yes  | No |
| i) <b>*PLEASE GIVE DATES</b> and any pertinent details of residency and employment for any questions answered “Yes”. |      |    |

\_\_\_\_\_  
\_\_\_\_\_

3) Do you have any special housing needs? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) The following question is **OPTIONAL**. Do you or a member of your household classify yourself as any of the following (please check any that apply):

- a) \_\_\_\_\_ Caucasian
- b) \_\_\_\_\_ African American
- c) \_\_\_\_\_ Hispanic or Latino
- d) \_\_\_\_\_ Native American or Alaskan Native
- e) \_\_\_\_\_ Asian or Pacific Islander
- f) \_\_\_\_\_ Cape Verdean
- g) \_\_\_\_\_ Other (please specify) \_\_\_\_\_





## APPLICATION FOR RESIDENCY

Date: \_\_\_\_\_

Apartment # \_\_\_\_\_

### Personal Information:

\_\_\_\_\_ Responsible Resident \_\_\_\_\_ Guarantor [ ] Primary Applicant

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Last Name Suffix (Jr., Sr., etc.) \_\_\_\_\_ Marital Status (optional) \_\_\_\_\_  
Social Security Number (Visa # if no SSN) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
No SSN, are you in the U.S. on a Visa? \_\_\_\_\_ Yes \_\_\_\_\_ No Exp. Date \_\_\_\_\_ Former Last Name (maiden, married) \_\_\_\_\_  
Driver's License No. \_\_\_\_\_ Driver's License State \_\_\_\_\_  
Mother's maiden name or password (for lockout purposes) \_\_\_\_\_

### Occupant Information: (persons under 18 years of age)

[ ] same as Primary Applicant

Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_  
Name & SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

### Residence Information:

[ ] same as Primary Applicant

Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_  
Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Name of Apartment Community or Mortgage Co. \_\_\_\_\_ Type (circle one) Rent Own Other \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Monthly Payment \_\_\_\_\_ Reason For Moving \_\_\_\_\_  
Previous Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Name of Apartment Community or Mortgage Co. \_\_\_\_\_ Type (circle one) Rent Own Other \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Monthly Payment \_\_\_\_\_ Reason For Moving \_\_\_\_\_  
Have you ever been evicted or asked to move out? \_\_\_\_\_  
Have you previously filed or are you currently filing for bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, When? \_\_\_\_\_

### Employment Information/Additional Income:

Current Employer (as of move-in date) \_\_\_\_\_ Position \_\_\_\_\_  
Industry \_\_\_\_\_ Annual Income \_\_\_\_\_  
Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Industry \_\_\_\_\_ Monthly Salary \_\_\_\_\_  
Street Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
If there are other sources of income you would like us to consider, please list source and income amount. Sources of Additional Income \_\_\_\_\_  
Amount of Additional Annual Income (\$) \_\_\_\_\_

### Emergency Information:

First Name (not an occupant) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Allow Key Access \_\_\_\_\_ Yes \_\_\_\_\_ No

### Vehicle Information:

[ ] same as primary applicant

Your Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_ State \_\_\_\_\_  
Second Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_ State \_\_\_\_\_  
Other Vehicles: \_\_\_\_\_  
AvalonBay Communities cannot guarantee parking for all of the above listed vehicles.

### Pet Information:

[ ] same as primary applicant

Do You Own Any Pets? \_\_\_\_\_ Yes \_\_\_\_\_ No Do You Have Any Service Animals? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, How Many? \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

### Conviction Information:

Have You Ever Been Convicted of, or Pleaded Guilty to "No Contest" to, a Misdemeanor or Felony Involving Sexual Misconduct?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, When \_\_\_\_\_ What State \_\_\_\_\_ Explain: \_\_\_\_\_



In connection with this Application for apartment home no. \_\_\_\_\_ located at \_\_\_\_\_ (the "Apartment Home"), the undersigned ("you" or "your") hereby deposits with AvalonBay Communities, Inc. ("we", "us", or "our") the sum of \$ \_\_\_\_\_ (the "Deposit"), plus the sum of \$ \_\_\_\_\_ (the "Application Fee"). We will apply the Deposit in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, the Deposit and the Application Fee, we will set aside and reserve the Apartment Home for you.

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign a Lease until we advise you (in writing, in person or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person or by telephone. If you accept the Apartment Home, you will have 24 hours to pay all associated deposits and you must sign a lease within ten (10) days or your rights to lease the Apartment Home will terminate. If you do not timely notify us of your acceptance of the Apartment Home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply a portion of the Deposit to the Security Deposit and the remainder of the Deposit, if any, to the Common Area Amenities [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, you agree to pay to us a "Reservation Fee" in an amount equal to the product of (i) the number of days from the date of this Application until we received the Termination Notice; multiplied by (ii) the base rent that would have been payable by you under the Lease for the Apartment Home (calculated on a per diem basis). After our receipt of the Termination Notice, we will refund the Deposit to you in accordance with our customary practice, less the full amount of the Reservation Fee, unless you have previously paid the Reservation Fee to us, in which case no deductions from the Deposit will be made.

In all events, if you have not executed and returned the Lease to us within ten (10) days after this Application is signed by you, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and we will refund the Deposit to you, less the full amount of the Reservation Fee.

By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

You authorize us, through our designated agent or employees, to obtain and verify all credit information for the purpose of determining whether or not to lease the Apartment Home to you. You understand that should you enter into the Lease for the Apartment Home, we and our designated agents and employees will have a continuing right to review your credit information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

By signing this Application, you certify that all information contained in this Application is true, correct and complete.

**AGENCY DISCLOSURE (applicable for Virginia and Minnesota applicants only)**

AvalonBay Communities, Inc. ("Manager"), and its leasing agents have been retained by the owner of the community in which your apartment is located as its representative for management and leasing services. Manager owes fiduciary duties such as loyalty and faithfulness to the owner. As our customer, we want you to understand that an agency relationship exists between Manager and the owner. Under applicable law, prompt disclosure in writing of agency relationships to all actual and prospective parties to a transaction at the earliest practical time is encouraged and/or required. Each party should carefully read all documents pertaining to any real estate transaction. Should you have any questions, please let us know and we will gladly answer them. By signing this application, each of the undersigned acknowledges that he or she has read and received a copy of this Agency Disclosure.

It is unlawful to discriminate against an applicant or tenant because of their race, color, national origin, religion, gender, familial status, disability, or any other basis that may be protected under applicable state or local law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

**Summary Of Monthly Rent/Charges:**

Base Rent \_\_\_\_\_  
Pet Rent/Charge \_\_\_\_\_  
Parking Rent/Charge \_\_\_\_\_  
Storage Rent/Charge \_\_\_\_\_  
Appliance Rent/Charge \_\_\_\_\_  
CAH Rent/Charge \_\_\_\_\_  
Trash Removal \_\_\_\_\_  
Other \_\_\_\_\_  
Total Rent/Charges \_\_\_\_\_  
First Month Proration \_\_\_\_\_  
Applicant Cancellation Reason \_\_\_\_\_  
Approved/Declined By \_\_\_\_\_

**Summary Of Non-Recurring Rent/Charges:**

Common Area/Amenities (Rent/Charge) \_\_\_\_\_  
Non-Refundable Pet Fee \_\_\_\_\_

**Summary Of Deposits:**

Security Deposit \_\_\_\_\_  
Pet Deposit \_\_\_\_\_

**Term:**

Lease Begin Date \_\_\_\_\_  
Lease End Date \_\_\_\_\_  
Move-In Date \_\_\_\_\_  
Cancellation Date \_\_\_\_\_  
Approval/Declined Date \_\_\_\_\_



## **QUALIFICATION STANDARDS For Prospective Residents (Massachusetts Affordable Communities)**

### **Fair Housing**

AvalonBay complies with the Federal Fair Housing Act. AvalonBay does not discriminate on the basis of race, color, religion, national origin, sex, familial status or disability, or any other basis protected by applicable state, Federal or local fair housing laws.

### **Applications**

Each person that will occupy the apartment who is 18 years old or older must complete an application and sign the lease. Each applicant that is 18 years of age or older, and not a full time student who can be claimed as a dependent on the primary applicant's tax return, will be qualified by AvalonBay in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements include an additional deposit or a Guarantor.

**NOTE:** The following **MUST** accompany ALL applications:

- The two most recent original pay stubs or Leave and Earnings Statement, *ii) signed offer letter on company letterhead, iii) Employment Verification Form signed by the employer* (copies to be maintained in resident file).
- A valid driver's license, age of majority card, military ID or state issued Photo ID card (view and document only). Expired documents are NOT considered valid.
- All applicants in the United States on a visa must list the visa number and expiration date on the Application For Residency. Lease agreements will not be written for terms beyond the visa expiration date.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

### **Credit History**

- Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.
- Applicants who meet all other qualifying criteria but do not have credit, maybe required to pay an additional deposit or re-qualify with a Guarantor.

### **Rent/Mortgage Payment History**

- Any legal proceedings/judgments/evictions/skips *or any negative reference relating to any prior tenancy, including without limitation poor payment history or instances of disruptive or negligent behavior* may result in a declined application.
- Outstanding rental balances at an AvalonBay Community will result in a declined application

### **Employment History**

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within 30 days of the lease start date.
- Self-employed applicants must provide the most current annual tax return (submission of 1099's only is not sufficient) or a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.

### **Income Requirements**

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. For savings to be considered in lieu of income, applicant may provide a current savings account statement showing proof of at least three (3) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider:

\*Investment Account  
\*Retirement Income/Savings

\*Dividends  
\*Military Housing Allowance

\*Child Support  
\*Trust Fund Income

\*Interest  
\*Alimony

### **Conviction Information**

- The application of any person who has been convicted or plead guilty or “no contest” to a misdemeanor or felony involving sexual misconduct shall be declined.
- *The application of any person who has been convicted of a felony involving the physical safety of others shall be declined.*
- Nothing set forth in these Qualification Standards should be construed to be a guaranty by AvalonBay that residents of this community have not been convicted or plead guilty or “no contest” to any misdemeanor or felony.

### **Guarantors/Increased Security Deposits**

- Guarantors may be permitted based on the applicants’ score. Guarantors’ gross annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). Guarantors must meet all other qualification standards listed.
- Guarantor’s primary residency must be in the United States and they must have a valid Social Security Number.
- Increased security deposits may be permitted based on the score. The increased security deposit will be equivalent to one (1) month’s rent unless otherwise dictated by law.
- A Guarantor may be permitted in lieu of an increased security deposit based on the above criteria for Guarantors.

### **Roommates**

Each resident and Guarantor is jointly and severally (fully) responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

### **Affordable Housing Program/Below Market Rent Programs**

Applicants for the Affordable Housing Program/Below Market Rent Program (if applicable at this community) must be qualified based on the governing authority’s income classifications. The income ranges are derived from the maximum low/moderate income. Please reference the Affordable Housing Rent/Income Guidelines to determine eligibility. Affordable Housing Program/Below Market Rent Program guidelines supersede these Qualification Standards.

### **Occupancy Guidelines**

Governed by state, city, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the

age of 18 months will not be considered in the occupancy guidelines. (Input by jurisdiction) An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.

*Undergraduate students may not be either sole leaseholder or occupants.*

**NOTE:** Lofts and dens are not considered bedrooms.